



**WATER MANAGEMENT  
SERVICES, INC.**  
SERVING ALABAMA'S UTILITIES

WMS, Inc. is seeking to fulfill the position of Project Manager. Position will be filled as soon as possible.

## Project Manager

The Project Manager assists with management of key client projects.

Responsibilities include the coordination and completion of day-to-day operation oversight and management.

The successful candidate will work directly with the President of WMS, Inc. to ensure deliverables fall within the applicable scope of the utility's needs and budget. He or she will coordinate with other employees to ensure all aspects of regulatory, routine, and emergency operations and proper utility management are achieved.

Oversee all aspects of the client utility's operations including setting deadlines, assigning responsibilities and monitoring and summarizing progress of the work performed. Prepare reports for upper management regarding status of the client or utility's operation.

May require a bachelor's degree and 5 years of experience in the field or in a related area. Must be a Grade II or higher Certified Water Operator licensed in the State of Alabama.

### RESPONSIBILITIES:

- Coordinate internal resources and third parties/vendors for the flawless execution of the client utility's operation
- Ensure that all work is delivered on-time, within scope and within budget
- Assist in the definition of long-range planning and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Supervise and manage employees as designated by the President of WMS, Inc.
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the long-range plans, scope, project schedule and project costs using appropriate verification techniques
- Measure performance using appropriate tools and techniques
- Report and escalate to management as needed including Operations Reports to the client board members during their designated meeting
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize risks
- Establish and maintain relationships with third parties/vendors

- Create and maintain comprehensive project documentation
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Maintain a positive outlook for future needs and improvements
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned
- Develop spreadsheets, diagrams and process maps to document needs

#### REQUIREMENTS:

- Proven working experience in utility operations and management
- Certified Water Grade II or higher Alabama Operator License
- Supervisory Experience in managing personnel and establishing schedules
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Bachelor's Degree in appropriate field of study or equivalent work experience

#### PROJECT MANAGER TOP SKILLS & PROFICIENCIES:

- Coaching
- Supervision
- Staffing
- Water/Wastewater Management
- Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication
- Written Communication Skills
- Microsoft Office Experience
- Willingness to accept on-call responsibilities
- Willingness to travel

Contact:

WMS, Inc.  
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334-396-0105

## About WMS, Inc.

Formed in 2003, Water Management Services, Inc. is available to assist utilities seeking contract services in the areas of administrative, operation, or management services.

WMS was approved by the [Alabama Rural Water Association](#) Board of Directors. They realized that in today's world, with so many state and federal regulations governing drinking water and wastewater treatment utilities, many utilities experience difficulty in working to comply with these regulations. WMS aimed to fill that need and now, since 2003, we have successfully assisted many utilities in Alabama.

Not all water and wastewater utilities need outsourced assistance for daily operation and management. However, for some utilities, assistance through a management company is a viable and practical option... an option that may allow the utility to keep its name and autonomy.

Capacity development, a term used in the water industry, refers to a utility's ability to maintain technical, financial, and managerial integrity. These three areas, though very general in nature, must be addressed and met by water utilities providing service to customers. WMS may be an option for consideration by utility officials as they continue to plan for future drinking water and wastewater treatment demands.